

Rare Book and Manuscript Library BRIEF ANNUAL REPORT - 1993-94

Administration

A new Director, Jean Ashton, arrived on September 1, 1993 to take over the responsibilities of running the Rare Book and Manuscript Library from Bernard Crystal, Curator of Manuscripts, who had been the Acting Director of the Library since December, 1992. On January 11, 1994, Claudia Funke began as Curator of Exhibitions, and on March 1, Brenda Hearing joined the staff as Carnegie Curator. The Departmental Secretary and the Manuscript Reading Room Assistant left the staff in January and were not replaced, for budgetary reasons. A part-time secretary, Estelle Raboni, was added to the staff in April.

Collection Use

In 1993-1994, there were 5,512 reader visits to the Rare Book and Manuscript Library, a 65% increase over the 1992-1993 figure of 3,339. Of these, 2,455 were manuscript readers (an increase of more than 100% over the 1992-93 figure of 1,183); 3,057 (an increase of 23% over the 1992-93 figure of 2,486) consulted the book collection. The Bakhmeteff Archives, always a heavily used part of the collections, continued to attract many researchers from the countries of the former Soviet Union. In the six months from July 1, 1993 to January 1, 1994 alone, there were 81 new users of Bakhmeteff materials, in contrast to an annual average of 50 to 60 readers in previous years. 27,803 photocopy exposures were made for readers. 2,911, 812 manuscript items and 17,274 books were circulated for use in the Reading Rooms.

Collection Development

108 linear feet of manuscripts and archival material were added to the Rare Book and Manuscript Library. (This number reflects the materials that were both acquired and processed. In fact, the actual linear footage added to the collection was approximately 320 lf and included the extensive collection of materials acquired by bequest from the late Harrison Salisbury.) 1081 books were added to the Library, 805 of them as gifts.

Preservation and Access

In 1993-94, 984 monographs were cataloged. 57 volumes were sent to other departments, 2 second copies added, 5 serials added and 66 books added to the uncataloged collections. 1560 P-slips were typed. Total arrearage for uncataloged materials has been reduced overall by 33 titles to 53,141. 229 books were provided with commercial cases or

bindings. Special repairs included 62 rare and 3 non-rare bindings, 69 preservation cases, custom made by Ocker & Trapp, 39 mats for flat materials and 62 Gaylord binders.

80,991 manuscript items, occupying 108.25 linear feet, were processed during the fiscal year.

Grants, Projects and Exhibitions

On August 1, 1993, work began on the Medieval and Renaissance Cataloging Project, a two year grant funded by the National Endowment for the Humanities. The Cataloger, Consuelo Dutschke, with the assistance of a graduate student in history, Anders Winroth, cataloged 65 manuscripts in the first year of the grant. She also taught several classes in conjunction with Columbia faculty, lectured on the nature and structure of the medieval book, and offered her expertise on early manuscripts freely to users and staff.

A microfilmer from the Hebrew University in Jerusalem returned to Columbia in mid-year to continue work on an ongoing project to film the Hebrew manuscript collection in its entirety.

Classes were held at the request of faculty members in several different departments, including History, Art History, and Comparative Literature. A particularly rewarding class was one conducted by a graduate instructor in Literature/Humanities who brought his students in to see early Biblical manuscripts and other primary documents which they had studied in class.

Exhibitions for the 1993-94 year included The Poetry of William Bronk; Writers as Artists; Common Ground: A History of Paper Making; The World on Paper: A Celebration of the Mapmaker's Art; "All the Pictures Fairest Lin'd": Shakespeare Illustrated; and The American Institute for Graphic Arts Books of the Year. The exhibition staff also mounted a special exhibition of treasures for the opening Friends of the Library reception in October, a small exhibition of early Hebrew texts for a conference at Jewish Theological Seminary, and several single case exhibitions of significant books in honor of holidays and celebrations, e.g., a first edition of A Christmas Carol inscribed by Charles Dickens for Christmas and an early edition of The Autobiography of Frederick Douglass for Black History Month.

A new Monday night lecture series was inaugurated with slide lectures by Frederick Bearman, Consuelo Dutschke, Lucy Oakley (curator of the Shakespeare exhibition), and Richard Lan (on map collecting). The lectures were free of charge and a total of 178 people attended them, many new to Columbia.

Date: Tue, 23 Jul 1996 12:31:41 -0400 (EDT)sktop printer...]
From: Patrick Lawlor <lawlor@columbia.edu>
To: Jean W Ashton <jwa8@columbia.edu> C CustomPrint
Subject: Re: annual report

Jean,

How about the success of the streamlined reference letter service (doing MORE with LESS). Our various finding aids now online. The use of Lehman Suite material in the museum in Rimpark Germany dealing with the achievements of the Lehman family in America.

Patrick

Date: Tue, 23 Jul 1996 13:24:32 -0400 (EDT)sktop printer...]
From: Claudia Funke <ccf6@columbia.edu>
To: Jean W Ashton <jwa8@columbia.edu> C CustomPrint
Subject: Re: annual report

Dear Jean,

All's well here in Charlottesville; the visual materials course is turning out to be very valuable.

The following is a list of events in my realm, some of which you probably will wish to include in the annual report:

Exhibits:

- 1) The Tall Swift Shadow of a Ship at Night: Stephen and Cora Crane - event: gallery talk by Stanley Wertheim
- 2) Literary Posters from the Julia and Solton Engel Collection event: opening
- 3) The Alphabet in History and Imagination (already up in last fiscal year, but event: book party for Johanna Drucker's related title, partially sponsored by Thames & Hudson)
- 4) John Jay (exhibition on the occasion of the 250th anniversary of his birth: in conjunction with University conference)
- 5) The Book and the Arts in Seventeenth-Century Holland (curated by Columbia and NYU IFA art history graduate students to coincide with the 8th biennial interdisciplinary conference on Netherlandic studies) event: reception and viewing for conference participants
- 6) Richard Wagner: Four Columbia Collections (to coincide with the Columbia University conference "Wagner and the Consequences, jointly organized by the music and German departments) event: reception and viewing for conference participants

Loans

- 1) Three items to Reconstruction Era exhibit at Virginia Historical Society
- 2) Figures from models for "Four Saints in Three Acts" sets to Florine Stettheimer exhibit at the Whitney Museum of American Art
- 3) Drawings of and by Beat literary figures and a Gregory Corso notebook to Beat Culture and the New America exhibit at the Whitney
- 4) Two puppets, of Oedipus and Jocasta (9 feet each), to the Performing Object exhibit at NYPL PARC Lincoln Center
- 5) Epigraphic specimen with menorah to the Sacred Realm exhibit at Yeshiva University Museum
- 6) Large number of books (20?) to the Keats exhibit at the Grolier Club
- 7) Manuscripts to the Poets in a War (title?) exhibit at the Grolier Club

END

Classes

- 1) Fall: Simon Schama's class on art, prints, and politics met a number of times (3or 4?) at RBML to use the print collections
- 2) Spring: Joseph Connor's art history graduate seminar on Borromini and Bernini (?) met once at RBML to use books
- 3) Spring: Simon Schama's graduate seminar on Ruskin met once to view Ruskin drawings and proof engravings
- 4) Summer: Martin Elsky's English class on literary lives of the

16th and 17th-century met once to use commonplace books, and printed editions

Also, the major changes in the exhibits area--new lighting, case alarms, and the protective strips to hold in the glass on the cases--but you probably have already noted these facilities improvements.

If I think of anything else possibly noteworthy, I'll send a p.s. email.

Claudia

? Help

M Main Menu

P PrevMsg

- PrevPage

D Delete

R Reply

	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Reference Books		
Date	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	20	5	20	2		2	15	15	10
2	13	3	13	2		2	22	22	7
3	—	—	—	—	—	—	—	—	—
4	—	—	—	—	—	—	—	—	—
5	—	—	—	—	—	—	—	—	—
6	7		20				20	20	9
7	20	2	16	15			18	18	10
8	1		2	15		14	27	27	10
9	18	3	17			28	22	22	8
10	—	—	—	—	—	—	—	—	—
11	—	—	—	—	—	—	—	—	—
12	3		10	9		11	17	17	8
13	40		38	9	4	11	23	23	11
14	4		4	7	2	7	15	15	9
15	8	19	53	6	6	15	20	20	12
16	20	19	22			4	22	22	13
17	—	—	—	—	—	—	—	—	—
18	—	—	—	—	—	—	—	—	—
19	54	2	52	7	1	13	24	24	12
20	3	2	5	9		9	16	16	10
21	1	3				1	18	18	9
22	11	3	15	13		7	19	19	13
23	4	2	6	14	1	8	25	25	14
24	—	—	—	—	—	—	—	—	—
25	—	—	—	—	—	—	—	—	—
26	11	3	14	4	1	4	20	20	12
27	8	5	13	15	5	40	17	17	16
28	11	3	17	1	2	16	22	22	15
29	5	1	14		2		18	18	6
30	14	2	11				20	20	10
31	—	—	—	—	—	—	—	—	—
TOTALS	276	77	362	113	23	192	420	420	224

8240 1499 8942 1657 343 2168 5535 5535 3057

9,739 2000

Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books			
Charges	Renewals	Discharges	Charges	Renewals	Discharges	Reference Books			
Date	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	—	—	—	—	—	—	—	—	—
2	4	2	11	2			21	21	9
3	4		4		7	11	22	22	9
4	12	3	15	6	2	9	20	20	16
5	43	2	65	6	1	5	18	18	9
6	13	1	20	23	2	25	25	25	14
7	—	—	—	—	—	—	—	—	—
8	—	—	—	—	—	—	—	—	—
9	10	1	14	8		8	21	21	10
10	52	1	52	8		8	23	23	13
11	306	4	311				30	30	16
12	117	1	120	2		2	25	25	10
13	5		4				20	20	11
14	—	—	—	—	—	—	—	—	—
15	—	—	—	—	—	—	—	—	—
16	3		9				22	22	5
17	8	1	22	10		24	18	18	12
18	19		17			21	20	20	10
19	17	2	15				19	19	12
20	18	5	21			19	10	10	11
21	—	—	—	—	—	—	—	—	—
22	—	—	—	—	—	—	—	—	—
23	3		2	6	—	6			8
24	22	1	20	2	—	2	12	12	11
25	9	1	6	2	—	1	10	10	7
26	1	—	—	6	1	7	14	14	6
27	10	1	18	—	—	5	18	18	9
28	—	—	—	—	—	—	—	—	—
29	—	—	—	—	—	—	—	—	—
30	7		26	12		12	15	15	10
31	12	—	11	7	—	7	16	16	10
TOTALS	695	26	783	100	13	172	399	399	228

Rare Book & Manuscript Library
Rare Book Reading Room

DAILY CIRCULATION WORKSHEET FOR THE MONTH OF September 93 1993

Date	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		Attendance
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Charges	Discharges	
	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	
1	6	1	4	9		9	10	10	9
2	24	2	18				8	8	6
3	11	1	14				15	15	10
4	—	—	—	—	—	—	—	—	—
5	—	—	—	—	—	—	—	—	—
6	—	—	—	—	—	—	—	—	—
7	15	1	18			3	11	11	7
8	9	1	10				15	15	5
9	18	1	30			9	17	17	9
10	16		13			36	20	20	6
11	—	—	—	—	—	—	—	—	—
12	—	—	—	—	—	—	—	—	—
13	111		99				22	22	5
14	15	1	16	7		7	12	12	9
15	8	3	10				18	18	5
16	27	3	40	2	6	2	17	17	14
17	16	3	18	6		9	26	26	14
18	—	—	—	—	—	—	—	—	—
19	—	—	—	—	—	—	—	—	—
20	9		12	12		12	17	17	10
21	11	1	14	5		5	20	20	14
22	11	11	23				26	26	10
23	30		28				21	21	10
24	24		30	14		12	20	20	10
25	—	—	—	—	—	—	—	—	—
26	—	—	—	—	—	—	—	—	—
27	104	1	93			4	25	25	16
28	16	1	14				28	28	10
29	4	1	5				20	20	6
30	4	1	5				15	15	5
31	—	—	—	—	—	—	—	—	—
TOTALS	489	33	514	55	6	108	383	383	190

Rare Book & Manuscript Library
Rare Book Reading Room

DAILY CIRCULATION WORKSHEET FOR THE MONTH OF October 1993

Date	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Charges	Discharges	Attendance
	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	8		2	5		5	22	22	5
2	—	—	—	—	—	—	—	—	—
3	—	—	—	—	—	—	—	—	—
4	12	2	14	5			20	20	18
5	1	1	2	5		6	30	30	9
6	6	8	4				25	25	8
7	20	3	20	39	2	31	32	32	15
8	1	1	3	23	23	24	25	25	5
9	—	—	—	—	—	—	—	—	—
10	—	—	—	—	—	—	—	—	—
11	28	1	22	6		5	18	18	13
12	30		27		2	25	27	27	11
13	20	5	9	10	2		25	25	12
14	42	15	56	3	8		20	20	16
15	16		15	9		8	22	22	10
16	—	—	—	—	—	—	—	—	—
17	—	—	—	—	—	—	—	—	—
18	20		20	1	11	11	27	27	10
19	9	1	10	6	3	3	23	23	9
20	61		51		2	9	21	21	10
21	4	4	8	8		10	22	22	11
22	16	1	19	1	11	12	23	23	12
23	—	—	—	—	—	—	—	—	—
24	—	—	—	—	—	—	—	—	—
25	8	2	7	27		27	25	25	12
26	1	3	4	1		13	26	26	9
27	32	3	32	1	1	9	30	30	14
28	22	4	11	8	1	3	32	32	17
29	645	1	647	12		12	24	24	12
30	—	—	—	—	—	—	—	—	—
31	—	—	—	—	—	—	—	—	—
TOTALS	1,002 ✓	55 ✓	983 ✓	147 ✓	66 ✓	213 ✓	519 ✓	519 ✓	238 ✓

	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Reference Books		
Date	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	263	1	258				25	25	12
2	4	9	18				25	25	7
3	22	13	9			13	30	30	8
4	20	10	20				28	28	9
5	14	4	24	33		33	32	32	16
6	—	—	—	—	—	—	—	—	—
7	—	—	—	—	—	—	—	—	—
8	16	2	18	15		10	26	26	13
9	22	1	8	25	3	16	30	30	15
10	8	9	38	16	1	19	22	22	11
11	24	23	50	20		17	30	30	30
12	60	3	66	7	3	12	27	27	26
13	—	—	—	—	—	—	—	—	—
14	—	—	—	—	—	—	—	—	—
15	256	3	262	3		1	20	20	13
16	26	2	22	5		4	24	24	26
17	14	4	22	17	1	41	27	27	20
18	9	7	9	25	1	22	32	32	13
19	19	4	22		4	4	28	28	20
20	—	—	—	—	—	—	—	—	—
21	—	—	—	—	—	—	—	—	—
22	336	1	338	6		6	22	22	19
23	22	2	6	1		7	23	23	13
24	11	11	22	12		12	24	24	10
25	—	—	—	—	—	—	—	—	—
26	—	—	—	—	—	—	—	—	—
27	—	—	—	—	—	—	—	—	—
28	—	—	—	—	—	—	—	—	—
29	28	5	39				28	28	10
30	16	4	6	7		11	27	27	14
31	—	—	—	—	—	—	—	—	—
TOTALS	1,190	118	1,257	192	13	228	530	530	305

Rare Book & Manuscript Library
Rare Book Reading Room

DAILY CIRCULATION WORKSHEET FOR THE MONTH OF DECEMBER 1993

Date	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Charges	Discharges	Attendance
	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	4	9	13	1			28	28	11
2	7	2	12	5	2	5	20	20	12
3	22	4	23	34	2	30	23	23	12
4	—	—	—	—	—	—	—	—	—
5	—	—	—	—	—	—	—	—	—
6	16		16	21	4	13	35	35	14
7	15	5	42	6	9	10	21	21	13
8	8	2	21	1	2	1	20	20	13
9	11	1	9	17		17	18	18	12
10	18	6	24		2	1	22	22	13
11	—	—	—	—	—	—	—	—	—
12	—	—	—	—	—	—	—	—	—
13	31	1	30	10		10	15	15	13
14	23		24	2	5	7	17	17	6
15	44		45	1	10	1	15	15	12
16	1		4		10	10	14	14	6
17	6	2	11				12	12	6
18	—	—	—	—	—	—	—	—	—
19	—	—	—	—	—	—	—	—	—
20	7	1	10	15		15	12	12	11
21	17	1	4	5		10	20	20	8
22	22	14	19				21	21	9
23	39	7	26				23	23	7
24	—	—	—	—	—	—	—	—	—
25	—	—	—	—	—	—	—	—	—
26	—	—	—	—	—	—	—	—	—
27	—	—	—	—	—	—	—	—	—
28	38	22	21	4		4	14	14	6
29	11	7	24	3	4	9	12	12	7
30	118	1	106	3	4	10	23	23	9
31	—	—	—	—	—	—	—	—	—
TOTALS	458 ✓	85 ✓	484 ✓	128 ✓	54 ✓	153 ✓	385 ✓	385 ✓	200 ✓

Rare Book & Manuscript Library
Rare Book Reading Room

DAILY CIRCULATION WORKSHEET FOR THE MONTH OF JANUARY 1994

Date	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Charges	Discharges	Attendance
	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	—	—	—	—	—	—	—	—	—
2	—	—	—	—	—	—	—	—	—
3	—	—	—	—	—	—	—	—	—
4	60	1	48	—	—	—	12	12	6
5	44	6	21	1	—	5	16	16	6
6	30	4	28	—	—	—	15	15	5
7	59	9	38	—	—	1	18	18	7
8	—	—	—	—	—	—	—	—	—
9	—	—	—	—	—	—	—	—	—
10	45	13	39	6	—	6	17	17	9
11	41	11	42	8	—	8	16	16	7
12	19	6	10	—	—	—	21	21	8
13	18	2	9	—	—	—	20	20	9
14	34	1	9	1	—	1	14	14	5
15	—	—	—	—	—	—	—	—	—
16	—	—	—	—	—	—	—	—	—
17	21	—	21	10	—	10	18	18	3
18	2	1	2	—	—	—	12	12	6
19	5	—	5	24	—	24	15	15	8
20	5	1	6	7	—	7	10	10	8
21	62	—	31	5	—	8	20	20	14
22	—	—	—	—	—	—	—	—	—
23	—	—	—	—	—	—	—	—	—
24	72	—	21	—	—	5	17	17	9
25	9	—	8	6	—	6	28	28	12
26	15	7	15	3	—	8	27	27	20
27	194	5	140	—	—	6	100	100	13
28	199	3	207	3	—	3	28	28	—
29	—	—	—	—	—	—	—	—	—
30	—	—	—	—	—	—	—	—	—
31	19	8	37	—	—	—	27	27	—
TOTALS	953 ✓	78 ✓	737 ✓	74 ✓	—	98 ✓	451 ✓	451 ✓	155 ✓

reading room closed

January 1994

	OHRO	photo	EXTRAMURAL (EXH)
5)	1	2	
7)	1		
10)		5	
11)		1	
13)		1	
20)			9
21)	3		
25)		6	
26)	5		
27)	6		

Rare Book & Manuscript Library
Rare Book Reading Room

DAILY CIRCULATION WORKSHEET FOR THE MONTH OF February 1994

Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books			
Charges	Renewals	Discharges	Charges	Renewals	Discharges	Reference Books			
Date	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	7	3	3	7		7	26	26	10
2	5	11	17			3	20	20	12
3	29	8	45	2		10	21	21	10
4	10	1	59	1		3	23	23	9
5	—	—	—	—	—	—	—	—	—
6	—	—	—	—	—	—	—	—	—
7	33	8	48				26	26	14
8	9	2	7			7	25	25	10
9	13	4	12				19	19	9
10	33		7				22	22	8
11	1	1	1				8	8	4
12	—	—	—	—	—	—	—	—	—
13	—	—	—	—	—	—	—	—	—
14	53	3	52				22	22	10
15	8	4	14	2			20	20	11
16	12	1	16	3		2	18	18	20
17	10	8	17	3	2	3	23	23	9
18	31	2	28	2	5	5	27	27	16
19	—	—	—	—	—	—	—	—	—
20	—	—	—	—	—	—	—	—	—
21	67	4	53	8		8	20	20	19
22	5	11	7	2	2	4	27	27	13
23	111	6	33				26	26	18
24	18	11	19	5		5	22	22	16
25	13	6	13	1		1	24	24	17
26	—	—	—	—	—	—	—	—	—
27	—	—	—	—	—	—	—	—	—
28	30	26	7	1			27	27	24
29	—	—	—	—	—	—	—	—	—
30	—	—	—	—	—	—	—	—	—
31	—	—	—	—	—	—	—	—	—
TOTALS	498 ✓	120 ✓	458 ✓	37 ✓	9	58 ✓	446 ✓	446 ✓	259 ✓

Rare Book & Manuscript Library
Rare Book Reading Room

DAILY CIRCULATION WORKSHEET FOR THE MONTH OF March 1994

	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Reference Books		
Date	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	10	1	11	17	1	18	27	27	15
2	6	4	2				23	23	12
3	9		30			3	25	25	9
4	84	7	148				34	34	28
5	—	—	—	—	—	—	—	—	—
6	—	—	—	—	—	—	—	—	—
7	500	8	462	6		11	21	21	21
8	10	150	142	1	1	1	20	20	12
9	25	91	23	14	6	22	22	22	19
10	3	205	194	4	3	4	24	24	10
11	26	32	40	20	6	20	23	23	21
12	—	—	—	—	—	—	—	—	—
13	—	—	—	—	—	—	—	—	—
14	96	6	40				18	18	13
15	33	2	22	39		39	22	22	14
16	109	67	184	42		42	17	17	10
17	15	31	40	14		23	18	18	15
18	13	4	15	11		11	23	23	13
19	—	—	—	—	—	—	—	—	—
20	—	—	—	—	—	—	—	—	—
21	18	3	15	1		1	22	22	25
22	15	19	14				25	25	17
23	5	4	8			16	28	28	15
24	9	41	60	26		29	23	23	17
25	23	2	26	40		41	31	31	19
26	—	—	—	—	—	—	—	—	—
27	—	—	—	—	—	—	—	—	—
28	41	7	43	11	3	11	25	25	23
29	16	27	15				23	23	12
30	14	3	16				22	22	15
31	10	18	22				20	20	14
TOTALS	1,090	732	1,572	246	20	292	536	536	369

Other - March 1994

OHRO

Photo

Loans

3)

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4)

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17)

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23)

16

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36)

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Rare Book & Manuscript Library
Rare Book Reading Room

DAILY CIRCULATION WORKSHEET FOR THE MONTH OF APRIL 1994

Date	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Charges	Discharges	Attendance
	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	11	15	15			1	22	22	15
2	—	—	—	—	—	—	—	—	—
3	—	—	—	—	—	—	—	—	—
4	6	6	5				23	23	16
5	18	1	31	1	1	2	25	25	17
6	14	6	10				24	24	15
7	8	13	19	9		14	23	23	16
8	273	7	275	20		20	21	21	12
9	—	—	—	—	—	—	—	—	—
10	—	—	—	—	—	—	—	—	—
11	2	4	28	1		2	25	25	67
12	5		4	15		39	24	24	15
13	36		47	7		7	30	30	16
14	8	1	9	15		15	23	23	14
15	32	2	75	3		3	19	19	15
16	—	—	—	—	—	—	—	—	—
17	—	—	—	—	—	—	—	—	—
18	8		12	14	4	14	20	20	12
19	46		20				22	22	14
20	119		119				27	27	21
21	27	8	36	7		7	33	33	16
22	17	6	27	20	15	20	26	26	15
23	—	—	—	—	—	—	—	—	—
24	—	—	—	—	—	—	—	—	—
25	27	1	21	16		16	19	19	17
26	11	9	16	6	1	14	20	20	15
27	50	2	51	12	1	12	22	22	18
28	9		12				18	18	14
29	26	3	31	23	4	26	22	22	16
30	—	—	—	—	—	—	—	—	—
31	—	—	—	—	—	—	—	—	—
TOTALS	753	84	863	169	26	213	488	488	376✓

Order - April 1994

OHRO

PHOTO

LOGS

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21)

6

25)

21

29)

3

Date	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Charges	Discharges	Attendance
	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	—	—	—	—	—	—	—	—	—
2	6		5				19	19	12
3	9	4	19	7	4	7	22	22	14
4	2	1	4	4		4	18	18	11
5	7	1	12	34		34	23	23	16
6	15	2	25	1		1	20	20	14
7	—	—	—	—	—	—	—	—	—
8	—	—	—	—	—	—	—	—	—
9	8		10	40		40	23	23	15
10	7		10	17		17	22	22	12
11	22	5	19	15		15	24	24	14
12	8	23	27	10	2	10	15	15	10
13	7		6	17	17	17	17	17	11
14	—	—	—	—	—	—	—	—	—
15	—	—	—	—	—	—	—	—	—
16	6		5				20	20	9
17	23	1	22			2	19	19	12
18	12	3	24	1		1	17	17	10
19	14		9				5	5	6
20	88	4	89	2		3	20	20	12
21	—	—	—	—	—	—	—	—	—
22	—	—	—	—	—	—	—	—	—
23	1	2	1				63	63	11
24	182		182	1		1	70	70	14
25	2	2	4	13		28	21	21	12
26	5		5				20	20	10
27	27	1	31	5		12	33	33	11
28	—	—	—	—	—	—	—	—	—
29	—	—	—	—	—	—	—	—	—
30	—	—	—	—	—	—	—	—	—
31	13		13	2		2	18	18	12
TOTALS	464	49	520	169	29	194	509	509	248

Other-May 1994

	Photo	OHRO	Loans
3)	4	7	
20)		3	
25)	1	15	

Rare Book & Manuscript Library

Rare Book Reading Room

DAILY CIRCULATION WORKSHEET FOR THE MONTH OF JUNE 1994

Date	Books, Ephemera (folders/units), Manuscripts, Microfilm			Oral History			Reference Books		
	Charges	Renewals	Discharges	Charges	Renewals	Discharges	Charges	Discharges	Attendance
	first time use	reserve use	shelving	first time use	reserve use	shelving	Charges	Discharges	Attendance
1	4		3	7	7	7	18	18	10
2	10		20				27	27	14
3	13		19				20	20	11
4	—	—	—	—	—	—	—	—	—
5	—	—	—	—	—	—	—	—	—
6	10		9	2	4	2	17	17	10
7	91	1	108				25	25	14
8	18	1	19	4	2	4	22	22	15
9	11		10	46	28	46	24	24	15
10	15		19	4		4	20	20	11
11	—	—	—	—	—	—	—	—	—
12	—	—	—	—	—	—	—	—	—
13	9		12	53	35	55	18	18	12
14	26	2	16	3		3	20	20	14
15	16	5	18	6	6	6	18	18	12
16	5	3	5				21	21	11
17	12	1	20				23	23	14
18	—	—	—	—	—	—	—	—	—
19	—	—	—	—	—	—	—	—	—
20	15	6	26	11		11	21	21	12
21	8	1	9	7		7	22	22	11
22	4		4	19		19	23	23	12
23	13	1	10	35		45	27	27	10
24	36		26	23		23	25	25	11
25	—	—	—	—	—	—	—	—	—
26	—	—	—	—	—	—	—	—	—
27	23	2	12	4	2	4	23	23	12
28	4	10	17				20	20	10
29	23	7	24	3		11	21	21	14
30	6	2	9				14	14	10
31	—	—	—	—	—	—	—	—	—
TOTALS	372	42	409	227	84	247	469	469	265

June 1994

Photo

Q480

Logos

10)

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13)

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29)

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2

Rare Book and Manuscript Library BRIEF ANNUAL REPORT - 1993-94

Administration

A new Director, Jean Ashton, arrived on September 1, 1993 to take over the responsibilities of running the Rare Book and Manuscript Library from Bernard Crystal, Curator of Manuscripts, who had been the Acting Director of the Library since December, 1992. On January 11, 1994, Claudia Funke began as Curator of Exhibitions, and on March 1, Brenda Hearing joined the staff as Carnegie Curator. The Departmental Secretary and the Manuscript Reading Room Assistant left the staff in January and were not replaced, for budgetary reasons. A part-time secretary, Estelle Raboni, was added to the staff in April.

Collection Use

In 1993-1994, there were 5,512 reader visits to the Rare Book and Manuscript Library, a 65% increase over the 1992-1993 figure of 3,339. Of these, 2,455 were manuscript readers (an increase of more than 100% over the 1992-93 figure of 1,183); 3,057 (an increase of 23% over the 1992-93 figure of 2,486) consulted the book collection. The Bakhmeteff Archives, always a heavily used part of the collections, continued to attract many researchers from the countries of the former Soviet Union. In the six months from July 1, 1993 to January 1, 1994 alone, there were 81 new users of Bakhmeteff materials, in contrast to an annual average of 50 to 60 readers in previous years. 27,803 photocopy exposures were made for readers. 2,911, 812 manuscript items and 17,274 books were circulated for use in the Reading Rooms.

Collection Development

108 linear feet of manuscripts and archival material were added to the Rare Book and Manuscript Library. (This number reflects the materials that were both acquired and processed. In fact, the actual linear footage added to the collection was approximately 320 lf and included the extensive collection of materials acquired by bequest from the late Harrison Salisbury.) 1081 books were added to the Library, 805 of them as gifts.

Preservation and Access

In 1993-94, 984 monographs were cataloged. 57 volumes were sent to other departments, 2 second copies added, 5 serials added and 66 books added to the uncataloged collections. 1560 P-slips were typed. Total arrearage for uncataloged materials has been reduced overall by 33 titles to 53,141. 229 books were provided with commercial cases or

bindings. Special repairs included 62 rare and 3 non-rare bindings, 69 preservation cases, custom made by Ocker & Trapp, 39 mats for flat materials and 62 Gaylord binders.

80,991 manuscript items, occupying 108.25 linear feet, were processed during the fiscal year.

Grants, Projects and Exhibitions

On August 1, 1993, work began on the Medieval and Renaissance Cataloging Project, a two year grant funded by the National Endowment for the Humanities. The Cataloger, Consuelo Dutschke, with the assistance of a graduate student in history, Anders Winroth, cataloged 65 manuscripts in the first year of the grant. She also taught several classes in conjunction with Columbia faculty, lectured on the nature and structure of the medieval book, and offered her expertise on early manuscripts freely to users and staff.

A microfilmer from the Hebrew University in Jerusalem returned to Columbia in mid-year to continue work on an ongoing project to film the Hebrew manuscript collection in its entirety.

Classes were held at the request of faculty members in several different departments, including History, Art History, and Comparative Literature. A particularly rewarding class was one conducted by a graduate instructor in Literature/Humanities who brought his students in to see early Biblical manuscripts and other primary documents which they had studied in class.

Exhibitions for the 1993-94 year included The Poetry of William Bronk; Writers as Artists; Common Ground: A History of Paper Making; The World on Paper: A Celebration of the Mapmaker's Art; "All the Pictures Fairest Lin'd": Shakespeare Illustrated; and The American Institute for Graphic Arts Books of the Year. The exhibition staff also mounted a special exhibition of treasures for the opening Friends of the Library reception in October, a small exhibition of early Hebrew texts for a conference at Jewish Theological Seminary, and several single case exhibitions of significant books in honor of holidays and celebrations, e.g., a first edition of A Christmas Carol inscribed by Charles Dickens for Christmas and an early edition of The Autobiography of Frederick Douglass for Black History Month.

A new Monday night lecture series was inaugurated with slide lectures by Frederick Bearman, Consuelo Dutschke, Lucy Oakley (curator of the Shakespeare exhibition), and Richard Lan (on map collecting). The lectures were free of charge and a total of 178 people attended them, many new to Columbia.

Annual Arrearges and Other Statistics

RARE
BOOK

Preservation	90/91	91/92	92/93	93/94
Commercial				
Rare:				
Cases	46	64	63	2
Books	0	8	12	17
O & T Boxes	206	8	6	0
Non Rare	53	39	58	210
CUL Bindery				
Special Repairs				
Rare	206	44	113	62
Non-Rare	1	0	3	3
Board Portfolios				
Rare	0	0	0	0
Non Rare	0	0	0	0
Pamphlet Binding				
Non-Rare	0	0	0	0
Preservation Cases O & T	197	45	277	69
Mats	29	10	23	39
Gaylords	110	310	214	62
Encapsulaterd			1522	0
P-Slips Typed	1686	936	1522	1560
Reader Visits	3094	3301	2486	3057
Orders Typed	101	78	86	75

RARE BOOK

Annual Arreages and Other Statistics

	90/91	91/92	92/93	93/94
Additions				
Purchases	144	109	209	179
Purchases on non Departmental Funds				
MS. Cats.	36	25	32	45
P & E	5	3	8	12
B	25	16	20	10
Gifts	1264	998	882	805
Gifts from G&E	0	0		0
Transfers	9	42	136	30
Total	1483	1193	1287	1081
Deductions				
Monographs Cataloged	246	1565	1377	984
Serials Added	0	7	10	5
Copy 2's Added	40	56	82	2
Duplicates Sold	79	51	0	0
Volumes sent to other Depts.	784	1631	317	57
Vols. to Uncat Collections	331	421	108	66
Total	1480	3731	1894	1114
Arrearages				
Previous total	55102	55105	52567	53174
Additions - Subtractions	3	-2538	-607	-33
New total Arrearages	55105	52567	53174	53141

JGAM

OF BOOKS

WE HAVE NOT
TRADITIONALLY
COUNTED MS/PLS

Date: Tue, 23 Jul 1996 09:16:09 -0400 (EDT)sktop printer...]
From: Gwynedd Cannan <gc145@columbia.edu>
To: Jean W Ashton <jwa8@columbia.edu> C CustomPrint
Subject: Re: annual report

Jean, Here at the Joseph Urban Collection we are proceeding through the collection as per the plan at a steady pace. We started in late February, reviewed the collection, met with consultants, ordered supplies and hired assistants. We are making the first pass through the collection: pulliTOP related items together, gathering relevant information, providing preservation housing, making notes on conservation. On this process, we have completed about a quarter of the total collection.

Chris came on board in mid July and has been matting watercolors like gangbusters. He's been creative in designing solutions to various problems.

On Mon, 22 Jul 1996, Jean W Ashton wrote:

> All: I am now compiling a brief annual report for Elaine, due the middle
> of next week. Please e-mail me with suggestions of what accomplishments
> you would like to see announced in the report.

>

> Jean

>

>

Columbia University Libraries
Rare Book and Manuscript Library
6th Floor, East Side, Butler Library
535 West 114th Street, New York, NY 10027

LIBRARY GUIDE

GEORGE D. WOODS MANUSCRIPT READING ROOM

Director of Rare Books and Manuscripts: 212-854-2232
Curator of Manuscripts: 212-854-8481
Reference Center: 212-854-5153 or 854-3528

HOURS

Monday: 12:00 noon - 8:00 pm
Tuesday - Friday: 9:00 am - 4:45 pm

Hours change during vacation periods, summer sessions and intersessions. consult appropriate schedules posted in the library, or write to the Librarian for Rare Books and Manuscripts before your visit. Materials are paged only at specific times. Consult with the Reference Center for the current schedule.

COLLECTION

The Manuscript Department is the University's major repository for collections of original papers, letters, manuscripts and documents. Numbering 24,000,000 manuscripts, filed in 2,000 separate collections, the holdings include major original resources in nearly all subjects and academic disciplines. The holdings are especially strong in: English and American history and literature; American publishers and literary agents; business and banking; librarianship; international affairs organizations; social work; and oral history.

The Bakhmeteff Archive of Russian and East European History and Culture contains collections relating to 20th century Russia and the Soviet Union, and the Russian emigré communities in Europe and the United States after 1917. In addition, the Herbert H. Lehman Papers, in the International Affairs Building, houses his personal and professional papers. Other manuscript collections are housed in the Avery Library, East Asian Library, Health Sciences Library, and the Law Library. Information concerning the University's administrative records may be obtained from the Secretary of the University, 308 Low Memorial Library.

ACCESS

The collections are available for the use of Columbia University faculty and students, those in affiliated institutions, and researchers not affiliated with Columbia who are engaged in scholarly or publication projects. Non-Columbia undergraduates are required to apply in advance and to provide letters from their faculty advisors explaining their need to use the collections.

All readers are required to register at the Reference Center and must provide satisfactory identification (student ID, faculty card, driver's license, passport, or the like). Researchers are advised to write well in advance of their visit; some collections are restricted or closed by donors.

LOCATING MATERIALS

The basic means of access to the collections are the files of description sheets and registers shelved at the desk in the Reference Center. Selected items are cataloged in greater detail in the correspondence and manuscript/documents card catalogs. Collection-level records are available in RLIN'S AMC file. Readers should inquire of the librarian on duty for further information.

A Guide to the Manuscript Collections in the Rare Book and Manuscript Library of Columbia University was published by GK Hall in 1992.

USE OF MATERIALS

Readers should familiarize themselves with the *Reading Privileges and Rules of the Rare Book and Manuscript Library*, available at the Reference Center. Brief cases, book bags, and other luggage and outdoor clothing should be left at the Reference Center. Manuscripts do not circulate. Notes must be taken in pencil. Readers are permitted to use their own computers, typewriters and tape recorders in the reading room.

Lectures on resources in specialized areas and the use of materials can be arranged with the Librarian.

COPY SERVICES

Please consult a librarian when considering this service. For preservation reasons, photocopying of bound volumes is not permitted. Depending on physical condition or donor restrictions, all other material can either be photocopied, microfilmed, or photographed. Patrons may not use their own copying equipment or cameras. Pre payment is required before any order can be accepted.

PUBLICATION PERMISSION

Permission to publish materials must be obtained in writing from the Librarian for Rare Books and Manuscripts. The letter of application should specify the materials to be reproduced and should indicate the publication in which they will be used. Permission is granted insofar as the University is the owner of property rights and does not include literary rights. The library does not grant exclusive publication rights, but reserves the right to make its collections available for use and publication by anyone making application. No charge is made for scholarly publication of materials, but a fee for commercial publication, which varies according to the nature and extent of the use, is required.

The Rare Book and Manuscript Library

The Rare Book and Manuscript Library houses more than forty separate collections specializing in English and American literature and history, classical authors, children's literature, the development of education, mathematics and astronomy, economics and banking, photography, the history of printing, and New York City politics. The book collections comprise nearly 500,000 volumes which range from incunabula (over 1,100) to contemporary literary texts and inscribed or limited editions. In addition to printed works, the Rare Book Department currently houses medieval and Renaissance manuscripts (ca. 500), Hebrew and Near and Middle Eastern codices (ca. 1,500), as well as cuneiform tablets, epigraphy specimens, papyri, ostraca, paintings, drawings, maps, posters (10,000), printed ephemera, portraits, printing presses, theatrical realia, audio tapes, and mathematical instruments. The general rare books collection also contains significant holdings of American literary annuals, American music and hymnology, European political movements, manuscript catalogs, Edwardian and Georgian poetry, the Beat Movement, polar exploration, and the writings of prominent authors such as W.H. Auden, James Fenimore Cooper, Stephen Crane, Ralph Waldo Emerson, Gerhardt Hauptmann, D.H. Lawrence, John Masefield, Thomas Merton, Ellery Queen, Gertrude Stein, John Steinbeck, Tennessee Williams, and Walt Whitman.

The Manuscript Department of the Rare Book and Manuscript Library is the University's major repository for collections of original papers, letters, manuscripts, and documents. Numbering nearly 28 million manuscripts, filed in 3,000 separate collections, the holdings include major original resources in nearly all subjects and academic disciplines. It is especially rich in English and American history and literature, American publishers and literary agents, business and banking, international affairs and organizations, social work and the performing arts. Special collections within the Manuscript Department include the Bakhmeteff Archive of Russian and East European History and Culture, which contains material relating to Russia, the former Soviet States and the Russian emigre communities in the United States and abroad; the Herbert H. Lehman papers; and the archives of the Carnegie Corporation. A distinctive collection which cuts across the Manuscript and Rare Book departments is the Brander Matthews Dramatic Museum, which includes manuscripts, correspondence, published and

unpublished plays, prompt books, theatrical memorabilia and realia, photographs, and drawings related to the theater.

Access to the Rare Book and Manuscript collections is provided by a staff of 8 professionals, 4 supporting staff, and 1.5 FTE student assistants, a total of 13 FTE. A secure, closed stack collection, the Rare Book and Manuscript Library handles, in addition to between 4,500 and 5,500 on-site users per year, approximately 2,600 reference calls and 2,000 reference letters annually, answering in the process more than 13,000 patron questions. In 1992/93, 3,392,217 manuscript items circulated in the Reading Rooms.

Special activities undertaken in the last twelve months include an NEH sponsored project to catalog 300 medieval manuscripts in the Plimpton collection (a two year grant was awarded for this in 1993), and a project to film a major portion of the Hebrew manuscript collection.

The Columbia University Preservation Division, organized in 1974, is one of the five oldest book preservation programs in the United States. It currently employs a total of 32 full-time staff. The Rare Materials Unit of the Conservation Laboratory provides full conservation treatments to bound volumes and flat materials from the special collections at Columbia. Detailed documentation is maintained for all treatments. Among the items treated recently include: original drawings and manuscripts of the Italian Renaissance architect Sebastiano Serlio, Frank Lloyd Wright architectural prints on paper, a collection of Japanese photographic albums, and two French eleventh-century parchment illustrated Bibles, among many other early books. In addition, the Preservation Division is active regionally in the promotion of cooperative programs, including the New York Conservation/Preservation Program of the Education Division of the New York State, the Commission on Preservation and Access, the Research Libraries Group, and the Preservation and Reformatting Section of the American Library Association.

Columbia University Libraries is comprised of twenty-two separate libraries and holds 6.3 million volumes. Founded as Kings College in 1754, Columbia has built its collection of scholarly materials over centuries. The Columbia University Libraries also have special collections in the Law, Art and Architecture, Health Sciences and East Asian libraries, although many books relating to these subjects are also found in the Rare Book and Manuscript Library.

**COLUMBIA UNIVERSITY
RARE BOOK AND MANUSCRIPT LIBRARY
ASSOCIATES**

The Rare Book and Manuscript Library, housed on the sixth floor of Butler Library and on four floors of adjacent stacks, is the home of many of Columbia's greatest treasures. Containing more than 500,000 rare books, 28 million manuscripts filed in 2,000 separate collections, 75,000 photographs, and 40,000 prints and watercolors, the Rare Book and Manuscript Library includes material relating to a wide variety of subjects and geographical areas. In addition to printed materials, the Library contains cuneiform tablets, early sound recordings, astronomical and mathematical instruments, works of art, early printing presses and papermaking equipment, type specimens, stage models, puppets and masks.

The Rare Book and Manuscript Library Associates offers to those who are interested in these special resources an opportunity to support the collections. Formed in 1994 to supplement the activities of the Friends of the Columbia Libraries, the Associates group sponsors lectures, programs, curator's tours and exhibition openings.

Although we encourage contributions and gifts in kind, there is no membership fee for the Associates. Contributors of \$100 or more to the Rare Book and Manuscript Library will automatically become Friends of the Columbia Libraries, with the usual benefits of their donor category. Opportunities always exist to create book or staff endowments for the Rare Book and Manuscript Library or to add to the unrestricted funds which help us expand and preserve our collections.

Please let us add your name to our mailing list.

Name:
Address:

Special Interests:

Tax deductible contributions should be made payable to Columbia University and annotated to indicate your interest in the Rare Book and Manuscript Library.

Rare Book and Manuscript Library
Butler Library, Sixth Floor
Columbia University
535 West 114th Street
New York, NY 10027

COLUMBIA UNIVERSITY
RARE BOOK AND MANUSCRIPT LIBRARY
ASSOCIATES



JOIN THE ASSOCIATES AND SUPPORT THE COLLECTIONS!

RARE BOOK & MANUSCRIPT LIBRARY
Columbia University

535 West 114th Street
615 Butler Library
New York, NY 10027

Corliss Lamont Rare Book Reading Room
George D. Woods Manuscript Reading Room
Alan and Margaret Kempner Exhibition Room

Director of the Rare Book & Manuscript Library: 854-2231 ashton@columbia.edu
Curator of Rare Books: 854-8480 ellenbog@columbia.edu
Curator of Manuscripts: 854-8481 crystal@columbia.edu

Reference Center: 854-3528, 5153
Web address: <http://www.cc.columbia.edu/cu/libraries/indiv/rare>

HOURS: Readers should call the Reference Center or check the Rare Book Web Site listing current hours in effect before coming to the Rare Book and Manuscript Library.

COLLECTIONS: The Rare Book Department houses the rare book collections of the university, comprising some 500,000 volumes in all subject areas except law, art and architecture, health sciences, and East Asian languages and literature. Its collections are particularly strong in English and American literature and history, Greek and Latin classical authors, mathematics and astronomy, economics and banking, history of the theater, photography, history of printing, New York City politics, and sources of education.

Medieval, Renaissance, and Near and Middle Eastern manuscripts are housed in the Rare Book Department, along with cuneiform tablets, epigraphy specimens, papyri, ostraca, paintings, drawings, maps, posters, printed ephemera, portraits, and mathematical instruments.

The Manuscript Department is the university's major repository for collections of original papers, letters, manuscripts, and documents. Numbering 28,000,000 manuscripts filed in 3,000 separate collections, the holdings include major original resources in nearly all subjects and academic disciplines. The holdings, however, are especially strong in English and American history and literature, publishing, business and banking, international affairs organizations, social work, and oral history.

The Bakhmeteff Archive of Russian and East European History and Culture contains collections relating to 20th century Russia and the Soviet Union, and the Russian émigré communities in Europe and the United States after 1917. The papers of the Carnegie Corporation, Carnegie Foundation for the Advancement of Teaching, and the Carnegie Endowment for International Peace are also housed in the Library. The Herbert H. Lehman Papers in the International Affairs Building, comprise the Governor's personal and professional papers along with papers of his associates.

ACCESS: The collections are available for the use of Columbia University faculty and students, and for those in affiliated institutions, and for readers not affiliated with Columbia who are engaged in scholarly or publication projects. Readers are asked to register at the Reference Center and to provide current photographic identification cards from the institution with which they are affiliated. Non-Columbia undergraduates are required to apply in advance and to provide letters from their faculty advisors explaining their need to use the manuscript and rare book collections. Columbia undergraduates should consult with the curator of manuscripts regarding the use of the collection. Faculty may arrange for seminars or class visits with library staff.

LOCATING MATERIALS: For books, readers are advised to use the card catalog and the CLIO database in the Butler Library Reference Department for full subject and added entry access. Access to the manuscript collections are through the files of description sheets and registers shelved at the desk in the Rare Book and Manuscript Library Reference Center. The reference librarians will provide information concerning the use of the Library's special card catalogs for books and manuscripts and for access to uncataloged materials.

FURTHER INFORMATION: Brief cases, book bags, and other luggage and outdoor clothing should be left in the lockers in room 614 Butler Library to the left of the main entrance of the Rare Book and Manuscript Library. Neither rare books nor manuscripts circulate, and notes must be taken in pencil. Microfilming and photographic services are available, but may be limited by restrictions placed by the donors or by the physical condition of the materials. The reference librarians will advise users on publication permission.

Subject: CCNY "highlights"

Jean, here are some CCNY activities of past year that you might wish to incorporate in your report:

- Commencement of CCNY oral history project; upcoming addition of CCNY archivist to staff.
- *Completion* of processing of first series of grant files, from original 1990 transfer of records to CUL.
- Significant progress in processing of second series of grant files, again from original 1990 transfer of records to CUL.
- Significant revision/updating of collection finding aid, with eye to eventual HTML mark-up.
- On-site use of collection has steadily increased, as has use of the archives by CCNY staff.

Brenda